

2501 North 14th Avenue
Dodge City KS 67801-2399

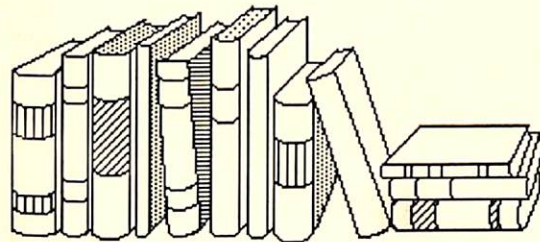


8-92



External Studies

*"A Program
For
Independent
Learning"*



NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 190
DODGE CITY KS 67801

| | | |
|------------|---------------------------------|---|
| AC/BUS 146 | Intro to Data Processing | 3 |
| AG 257 | Genetics | 3 |
| AH 140 | Basic Nutrition | 3 |
| AH 150 | PN Refresher Course | 8 |
| AH 250 | RN Refresher Course | 8 |
| BUS 102 | Advertising Principles | 3 |
| BUS 103 | Prin. of Management | 3 |
| BUS 110 | Keyboarding I | 3 |
| BUS 111 | Keyboarding II | 3 |
| BUS 115 | Office Records Management | 2 |
| BUS 116 | Bookkeeping I | 3 |
| BUS 117 | Bookkeeping II | 3 |
| BUS 120 | Shorthand I | 3 |
| BUS 121 | Shorthand II | 3 |
| BUS 130 | Financial Accounting | 4 |
| BUS 131 | Managerial Accounting | 3 |
| BUS 141 | Ten Key Bus Machines | 1 |
| BUS 141 | Business Machines | 3 |
| BUS 144 | Business Math | 3 |
| BUS 201 | Prin of Retailing | 3 |
| BUS 210 | Keyboarding III | 3 |
| BUS 299 | Comp Prog Bus Appl I | 3 |
| CC 104 | Child Care Practicum | 3 |
| CC 202 | Family Relations | 2 |
| CS 100 | Computing Appreciation | 3 |
| CS 115 | Intro Comp/Applic | 3 |
| ECON 101 | Prin of Econ I | 3 |
| ECON 102 | Prin of Econ II | 3 |
| ENG 090 | Reading Improve I | 3 |
| ENG 091 | Reading Improve II | 3 |
| ENG 099 | Prep English Comp | 3 |
| ENG 102 | English Comp I | 3 |
| ENG 130 | English as a Sec Lang | 3 |
| GOV 101 | American Nat'l Gov | 3 |
| HIST 101 | American History I | 3 |
| HIST 103 | Western Civ I | 3 |
| HIST 104 | Western Civ II | 3 |
| MATH 089 | Bas Appl Math (Non-Voc) | 3 |
| MATH 090 | Elementary Algebra | 3 |
| MATH 101 | Intermediate Algebra | 3 |
| MATH 106 | College Algebra | 3 |

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|-----------|---------------------------------|---|
| MATH 110 | Trigonometry | 3 |
| PHYS 104 | Physical Sci (No Lab) | 3 |
| PSY 101 | General Psychology | 3 |
| PSY 102 | Human Growth & Dev | 3 |
| SOC 102 | Prin of Sociology | 3 |
| *LANG 107 | Conversational Spanish I | 2 |
| *LANG 108 | Conversational Spanish II | 2 |

*Additional Fee Required

Dear Student,

Welcome to External Studies! This is a wonderful opportunity for you to complete college credit courses if you are motivated and willing to spend a significant amount of time in independent study.

The responsibility for maintaining contact with your instructors lies with you. Please meet with them regularly.

We hope you enjoy your class. You are an important student.

Sincerely,

Peggy Church, Ph.D.

Dr. Peggy Church
Director of External Studies

How Do I Enroll?

One may enroll in External Studies anytime throughout the year. Write: External Studies, Dr. Peggy Church, Director, DCCC, 2501 North 14th Avenue, Dodge City, Kansas, 67801; or call: External Studies (316)225-1321, Ext. 341; or call toll-free in Kansas, 1-800-742-9519 for more information.

EXTERNAL STUDIES GUIDELINES AND POLICIES

A. POLICIES FOR COMPLETION

1. Students have five months from the date of enrollment to complete a course. However, financial aid students must complete during the semester of initial enrollment.
2. Students must spend a minimum of forty-five hours in independent study, completing syllabus assignments and tests.
3. Examinations are given at the LRC (Library) on campus or Outreach Centers. Additional conferences with your instructor may be scheduled at your convenience.

B. STUDENTS WHO RECEIVE FINANCIAL AID

In order for the External Studies course to qualify for financial aid, 25% of the course must be completed by the 20th day of the semester. Financial Aid students may begin Fall classes, August 1, Spring classes December 1, and Summer classes May 1, and must complete all External Studies classes during the semester of initial enrollment. This is an exception to students being allowed five months. Failure to complete External Studies resulting in unsatisfactory academic progress, as defined by this institution, will result in financial aid probation or disqualification. Students not receiving financial aid may enroll and begin classes year round.

C. SIX-HOUR LIMIT

Students may be enrolled in no more than six (6) hours of External Studies classes at any

one time, unless they receive prior approval from the Dean of Instruction. However, only one course is recommended. Full-time students may not take more than 18 hours of on-campus and External classes without the Dean's approval.

D. REFUND POLICY

A 90% refund on tuition and fees is issued if students withdraw within two weeks of their enrollment date. A 40% refund is issued during the third and fourth weeks after the enrollment date. No refunds are issued thereafter. Students must have a drop slip filled out by the Director of External Studies for tuition refund. The first \$25 is non-refundable for students enrolling in six hours or more.

E. FULL-TIME STUDENTS ON CAMPUS

Full time on-campus students (those taking 12 hours or more) who wish to take an External Studies class will need to consult their advisor. Students who are dropping a class on campus, to take an External Studies class, must have a signed drop slip from their instructor and complete an Instructor Notification form.

F. STUDENT'S CURRENT ADDRESS

Student's current address must be within the DCCC service area. This includes the following communities: Arnold, Ashland, Bazine, Centerview, Bellefont, Belpre, Bloom, Brownell, Bucklin, Copeland, Dodge City, Englewood, Ensign, Fellsburg, Ford, Fort Dodge, Fowler, Hanston, Ingalls, Jetmore, Kingsdown, Kinsley, Lewis, Minneola, Montezuma, Mullinville, Ness City, Offerle, Protection, Ransom, Sitka, Spearville, Trousdale, Utica, Windhorst, and

Wright. Out-of-state tuition is charged for students whose permanent legal address is out of state and for students whose permanent legal address is in Kansas but who have lived here for less than six months.

G. STUDENTS WHO CANNOT COMPLETE THE COURSE WITHIN FIVE MONTHS HAVE THREE OPTIONS:

A. Extension - If you have completed 50% of the assigned work you may receive a one to five month extension from your instructor by signing the appropriate forms. This does not apply to students on Financial Aid.

B. Withdrawal - You may discontinue your studies by withdrawing from the course, receiving a "W" instead of a grade on your transcript.

C. Unsuccessful Completion - You may receive an "F" on all assignments not completed. The resulting grade will be recorded on your transcript.

H. STUDENT LOG

The completion of the student log included in each course syllabus is a requirement of the State Board of Education. When students take their final exams, the log will be turned in to the instructor and kept on file with the student's learning contract and tests. Each file will be kept for three years for auditing purposes.

I. STUDENTS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, students with special needs or requirements should contact the Director of External Studies, so that individual accommodations regarding their coursework might be made.

WHAT IS "EXTERNAL STUDIES"?

The External Studies Program provides college credit courses that fit the realities of adult life: time and place constraints, responsibilities at home and at work, and the need for career-related learning. Courses are specifically designed for independent study. The program requires completion of the course within five months from the date of enrollment. Examinations are given at the LRC (Library) on campus or at outreach centers. Additional conferences with the instructor may be scheduled at the student's convenience.

WHO MAY ENROLL IN EXTERNAL STUDIES?

Anyone living in DCCC's service area may enroll in External Studies. This includes the following counties: Ness, Hodgeman, Ford, Clark and parts of Gray, Meade, Edwards, Kiowa, and Comanche. Specific communities are listed in External Studies Guidelines and Policies, "F. Student's Current Address."

HOW MUCH DOES IT COST?

Tuition for External Studies is \$25 per credit hour (Tuition) plus \$7.50 (Activity Fee) per credit hour. The incidental fee for each course is \$10. The cost of books differs with each course. All tuition and fees are due at the time of enrollment. Three credit hour courses will cost \$107.50. Two credit courses will cost \$75. Four credit hour courses will cost \$140.00. Conversational Spanish classes will cost \$115.00.